

**Section 14.9 PARAMS MENU****Personnel Data****GPA Reason Code and GPA Type Code Inquiry**

Purpose	This section provides the procedures for a user to inquire on Gross Pay Adjustment (GPA) Reason and Type code descriptions.
Window Name	GPA Reason Code Inquiry GPA Type Code Inquiry
Reminders	<ol style="list-style-type: none"><li>1. The GPA Reason Code Inquiry window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>I</u> - GPA Reason Code Inquiry items on the menu bar.</li><li>2. The GPA Type Code Inquiry window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>I</u> - GPA Type Code Inquiry items on the menu bar.</li><li>3. The <b>GPA Reason Code</b> Inquiry window contains a Selection Criteria window and a Selection List window. The only selection criteria is the GPA Reason Code. Once the code has been selected or entered and the Select button clicked, the description is displayed in the Selection/Detail List window. To display <b>ALL</b> codes, click on the Select button only.</li><li>4. The <b>GPA Type Code</b> Inquiry window contains a Selection Criteria window and a Selection List window. The only selection criteria is the GPA Type Code. Once the code has been selected or entered and the Select button clicked, the description and applicable begin and end dates are displayed in the Selection List window. A user may then highlight a specific code and time period and view the details by clicking on the Detail button to display the Detail Data window. To display <b>ALL</b> codes, click on the Select button only.</li></ol>
References	<i>No specific references</i>

## GPA Reason Code Inquiry

The following window is displayed when Params, Personnel Data, I - GPA Reason Code Inquiry is selected from the Menu bar. The steps are described on the following page.

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File Edit Options Functions Params Reports Window Help

GPA Reason Code Inquiry

Selection Criteria

GPA Reason Code: ANL

Select

Selection/Detail List

GPA Reason Code	Description	Start Date	End Date
ANL	Annual Leave	10/01/1995	12/31/2222

<= >= Close

Ready

**DCDS Input Procedures****GPA Reason Code Inquiry (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	GPA Reason Code	Select the appropriate GPA Reason Code from the dropdown list or enter the code. To view all codes, leave this field blank and click on the Select button.
2	Select Button	Click on the Select button located at the top right of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Displays the GPA Reason Code selected.

*\*indicates a required field that must be entered.*

**GPA Reason Code Inquiry (Selection List)**

The following information is displayed:

Field Name	Description
GPA Reason Code	The Reason Code selected.
Description	The description of the code which identifies the purpose of the GPA.
Start Date	The effective date of the code.
End Date	The date the code becomes inactive. The default date is 12/31/2222.

## GPA Type Code Inquiry

The following window is displayed when Params, Personnel Data, J - GPA Type Code Inquiry is selected from the Menu bar. The steps are described on the following page.

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File Edit Options Functions Params Reports Window Help

GPA Type Code Inquiry

Selection Criteria

GPA Type Code: 11

Select

Detail

Selection List

GPA Type Code	Description	Start Date	End Date
11	Adj Gross Wage/hours	01/01/1900	10/07/1994
11	Adj Gross Wage/hours	10/08/1994	12/31/2222
11	Adj Gross Wage/hours	10/01/1995	07/28/1996

<= >=

Close

Ready

**DCDS Input Procedures**  
**GPA Type Code Inquiry (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	GPA Type Code	Select the appropriate GPA Type Code from the dropdown list or enter the code. To view all codes, leave this field blank and click on the Select button.
2	Select Button	Click on the Select button located at the top right of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Highlight the GPA Type Code to be viewed and click the Detail button. The Detail Data window will then be displayed.

*\*indicates a required field that must be entered.*

**GPA Type Inquiry (Selection List)**

The following information is displayed:

Field Name	Description
GPA Type Code	The Type Code selected.
Description	The description identifies what was adjusted (i.e., wages, hours etc.).
Start Date	The effective date of the code.
End Date	The date the code becomes inactive. The default date is 12/31/2222.

## GPA Type Code Inquiry

The following window is displayed when the **Detail** button is clicked. The information displayed is described on the following page.

**DCDS 32**

File Edit Options Functions Params Reports Window Help

**GPA Type Code Inquiry**

Selection Criteria

GPA Type Code:

**Selection List**

Detail Data

GPA Type Code: 10	Tax Process: REG
Start Date: 01/01/1900	FICA Ind: Y
End Date: 01/11/1997	Medicare Ind: Y
Description: Adj Gross Wage/hours	Retirement Ind: Y
	Def Comp Ind: Y
	Cross Walk: SW
	Modified Date: 03/01/1999

Ready

**DCDS Input Procedures - GPA Type Code Inquiry  
Detail Data Window**

The following information is displayed:

Field Name	Description
GPA Type Code	The Type Code selected.
Start Date	The effective date of a code.
End Date	The date a code becomes inactive. The default date is 12/31/2222.
Description	Description of GPA Type Code being displayed.
Tax Process	The Tax Process indicates the types of taxes applied to the GPA: <ul style="list-style-type: none"> <li>■ REG - Regular</li> <li>■ SGL - Single</li> <li>■ SPL - Special</li> <li>■ NO - Non Taxable</li> </ul>
FICA Ind	A Y (yes) or N (No) displays to indicate whether a Social Security payment applies.
Medicare Ind	A Y (yes) or N (No) displays to indicate whether a Medicare payment applies.
Retirement Ind	A Y (yes) or N (No) displays to indicate whether a Retirement payment applies.
Def Comp Ind	A Y (yes) or N (No) displays to indicate whether a Deferred Compensation applies.
Cross Walk	The Cross Walk indicator identifies what the GPA code is for: <ul style="list-style-type: none"> <li>■ SW - Salary and Wage</li> <li>■ LI - Longevity and Insurance</li> <li>■ RE - Retirement</li> </ul>
Modified Date	Displays the last date the modifications were made.